

# Minutes

March 15, 2018  
98 Alexandria Pike, Suite 35  
Warrenton, VA 20186

## Welcome and Introductions:

### Board of Equalization (BOE):

Ida Light  
Dawn Arruda  
Jennifer Hoysa  
Tom LaHaye  
Lee Sherbeyn

### Reassessment Staff:

Patty McSweeney  
Tammy Richards  
Gunther Morse  
Waheed Sheriff

## Determination of Quorum:

**Call to Order:** Patty McSweeney called the meeting to order at 2:15 p.m.

**Review of Agenda:** Patty McSweeney reviewed the agenda with the Board of Equalization.

## Elections:

**Chairman:** Ida Light moved to elect Tom LaHaye. Dawn Arruda seconded and the motion carried.

**Vice Chairman:** Tom LaHaye moved to elect Ida Light. Dawn Arruda seconded and the motion carried.

**Secretary:** Ida Light moved to elect Jennifer Hoysa. Lee Sherbeyn seconded and the motion carried.

**Action Items/Reports of Officers, Members or Staff:** At this point Tom LaHaye, Chairman presided over the meeting.

***Review for potential adoption of proposed 2018 BOE Schedule*** – A copy of the proposed 2018 BOE Hearing Schedule was provided to all board members. Lee Sherbeyn moved to approve the 2018 BOE Hearing Schedule as presented. Ida Light seconded and the motion carried.

***Review for potential adoption of draft 2018 BOE Administrative Procedures*** – Jennifer Hoysa moved to give board members more time to review and defer to the next administrative meeting. Lee Sherbeyn seconded and the motion carried.

***Review for potential adoption of available draft administrative forms*** – Jennifer Hoysa moved to approve the administrative forms as presented which included the Letter of Authorization for Representation form and the supporting data form. Lee Sherbeyn seconded and the motion carried. After some additional discussion, Jennifer moved to amend the original motion to include roof and exterior finish information on the supporting data form. Dawn Arruda seconded and the motion carried. These forms will be available online.

**Discussion of Assessor and staff schedules** - Patty McSweeny informed the Board members that office hours are Monday thru Thursday, 8:00 a.m. until 4:30 p.m. Administrative staff will be available during regular office hours. Ken Lacey, Assessor will be available on Wednesday. Mike Colavecchio, Assessor will be available as needed for commercial hearings.

**Old/Unfinished Business (including deferred decisions)** – None

**New Business** – Schedule Dan Stell from Fauquier County GIS to come on April 26, 2018 to provide training for the Board members.

**Next Meeting** - The Board decided to schedule an administrative meeting for Thursday, March 22, 2018 beginning at 9:00 a.m. The meeting notice will be posted.

**Adjourned** – Jennifer Hoysa moved to adjourn at 3:55 p.m.

Submitted by,

Jennifer R. Hoysa  
2018 BOE Secretary